横須賀基地空席広報		広報番号: Announcement No.	NEX-HPT-003-17(A2)	
		节传统470	17 Jan 17	
VACANCY ANNOUNCEMENT		募集締切日:	1st Cut-off: 5 Dec 16	
-Amendment dated 12 Dec 16-		Closing Date	2 <sup>nd</sup> Cut-off: 27 Dec 16	
Hourly Pay Rate is corrected as shown in Box 5.		発行日: Date of Issue	14 Nov 16	
1.職種名 Job title (等級 Grade <u>4</u> /語学等級 LD <u>N/A</u> )	募集人数 No. of Recruitment	4.募集範囲 Area of Consideration I. 図 現 MLC/IHA 従業員(部隊内)		
Counter Attendant Foreman A #2039	Recruitment	Current MLC/IHA Employee within Activity		
	1 .		IA 従業員(通勤圏内)	
(カウンターアテンダントフォアマン A)	1 名		ployee in commuting distance A 従業員(全在日米軍)	
			A ル未貝(土仕口木里) Employee Japan Wide	
□ 事務系		IV. ⊠ 外部 Off E		
Administrative Blue Collar Trade Security Medical		IV. Myrap On D	base Applicant	
2.部隊 Activity				
Navy Exchange, Yokosuka				
Food Services Department		<b>5.雇用の種類</b> Tyj	oe of Employment	
H20 Food Court		☐ MLC	r	
		⊠ IHA	$\bowtie$ HPT	
勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka			Rate 時給: 1,000円	
3.勤務時間 Work Schedule (週 35 時間制 hrww)		yen/hour from 1 Jan 17		
勤務日 Work Days: 5 days/week			月以降 時給 1,030 円)	
勤務時間・休憩 Work Hours/Recess Period: 0600-1345/1315-2100		2017 4- 1	月以降 时和 1,030 口)	
Recess: 45 mins/day				
Recess. 43 mms/day			□ 常用 Permanent	
│		│ □ 限定 Limited '	Term ( カ月 Months )	
□ 夜勤 Night Shift   □				
, mil min I also				
6.職務内容 Duties				
Serves as a working leader. Performs the full range of work in the trade				
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Serves as a working leader. Performs the full range of work in the trade Attendants. Performs the more difficult tasks as required. Is responsible Maintains group discipline and enforces safety regulations. Prepares, co	for overall us oks, and serve	e and care of tools, of sood/soft drinks/ic	equipment and supplies.	
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8.提出するも	ອິດ Application and Associated Documents	職務状況 Working Condition	
図 家族/親族が在日米海軍で勤務しIf you have any family/relatives who w □ 運転免許証の写し Copy of Driver □ 修了証/証明書の写し Copy of C 図 英語の能力を証明するものの写 図 82 円切手を貼付し、応募者の郵 12cm x 23.5cm Envelope with Applicant's	ialized Work Experience  で Japanese	Works on weekends, holidays and irregular schedules if needed.	
9. 応募書類提出先 Office to Submit			
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.			
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は 無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.			
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)):  Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):  〒238-0001 〒238-0001			
神奈川県横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152	1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132		
米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前 0 6 0 0 時より、午後 0 6 0 0 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1 <sup>st</sup> fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.			
2. 外部応募者(非従業員)提出外 〒238-0011			
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA Management #1 Section 電話番号 Phone 046-828-6959 受付時間:月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of			
employment.  10. 事務処理欄 For Official Use			
募集部隊担当 Activity POC: NEX Personnel 軍電 (DSN): 243-5149			
PD No.: NEX-H20-002-PT	PD is accurate and current. Certified by Activity: tz	HRO: (rcvd: 9/8 & 10/31) kt 11/8 kt 11/10jo kt 11/14 kt	

## \*\*時給制臨時雇用従業員(HPT)雇用について\*\* \*\*HPT-Hourly Pay Temporary (HPT) Employment\*\*

契約期間: 1年を越えない期間(その後更新される事もある)

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.) 交通費支給。Commutation allowance will be paid.

勤務時間が週20時間以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance, and Pension Plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14